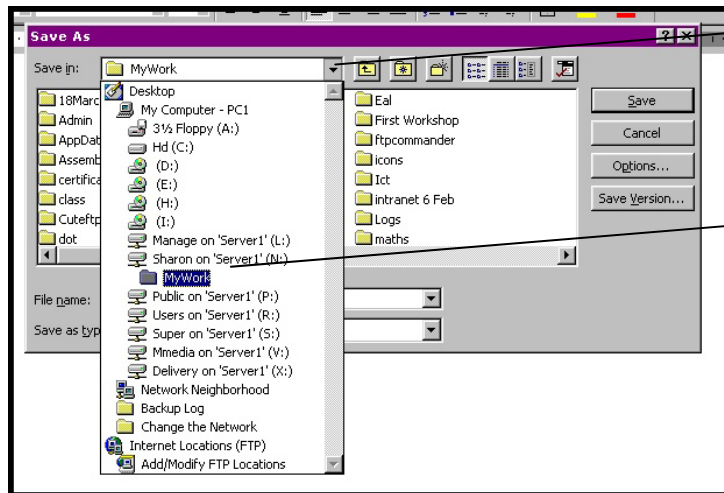


Managing Your Computer Files and Information

1. Your personal save area is on the 'N' drive, under 'MyWork'



Check here to see if the computer is saving in your 'MyWork' folder. Your 'MyWork' folder is found on N drive on the computer. Usually this shows up automatically. If not, use the drop-down arrow and find (N:) Select 'N:' and then **MyWork**



In some programmes, such as Hyperstudio, it will always be necessary to do this.

More Information

*'N Drive' -> 'MyWork' is usually the 'default' (or preferred) save area selected by the computer... but not always!

*If you save on 'C' drive, then you will have to be sitting at the same computer to find your work again as 'C' drive is found on the local computer.

*If you do not have access permissions for an area of the computer, then **your work will not save.**